



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامى لائف انشورنس لمیٹید
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

August 27, 2024

“করবো বীমা, গড়বো দেশ
স্মার্ট হবে বাংলাদেশ”

Office Order No.:151-2024

For the greater interest of the Company, the following employees are hereby transferred as under:


SI	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Ms. Sharmin Akter (2605), Officer	Cash Section, Bahaddarhat FPR Centre, Chattogram Zone-05	Cash Section, Jubilee Road FPR Center, Chattogram Zone-11	
02	Ms. Fatema Begum (2346), Junior Officer	Cash Section, Jubilee Road FPR Center, Chattogram Zone-11	Cash Section, Bahaddarhat FPR Centre, Chattogram Zone-05	

Ms. Sharmin Akter and Ms. Fatema Begum shall handover the overall charges to Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter from their existing offices immediate after Business closing of August 2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Ms. Sharmin Akter vide Office Order No.:51-2024, dated 18-03-2024 and Ms. Fatema Begum vide Office Order No.:90-2024, dated 19-05-2024 at Call Centre related works are hereby cancelled.

After Joining Ms. Sharmin Akter at Jubilee Road FPR Center and Ms. Fatema Begum at Bahaddarhat FPR Centre are hereby advised to deal with work of underwriting Dept., and also at Call center siting at same premises in addition to their existing duties until further order.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) employees.

C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. Mr. Mohammad Sabbir Mahmud (2539), Officer, F/A Dept., Chattogram Divisional Office.
4. Office Order file.
5. Personal file.
1. The AMD (Dev.) & incharge, Chattogram Corp. Zone-01.
2. The EVP (PRT) & Incharge, Chattogram Zone-05.
3. The EVP (PRT) & Incharge, Chattogram Zone-11.
4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন